



## 02.09.2021 – Minutes of the First (1st) Online Meeting of ExCo 2021-2022

The First (1st) Online Meeting of IVSA Executive Committee (ExCo) 2021-2022 was held at 12 PM UTC+0 on 02.Sep.2021. Anna Ciećkiewicz (President) was present to the Chair and Nelson Achong (Secretary-General) was present to take the minutes.

### **Attendance**

#### **Executive Committee Officers Present**

<b>Name</b>	<b>Position</b>
Anna Ciećkiewicz	President
Innina Mananguit	Treasurer
Naveesha Kaur Shergill	External Relations Officer
Nelson Achong	Secretary-General
Gabriel de Assis Duarte	Member Organization Director
Luregn Von Planta	Committee Coordinator
Maulida Salsabila Amru	Public Relations Officer
Adnane Imghi	Development Aid Director





### Other IVSA Officials Present

1. Nadya W.....Secretary DAD/PRC
2. Nidhi Khavnekar.....Asia regional Representative
3. Suwaibatul Annisa.....SCOH Chair
4. Yahya Farhi.....Secretary MOD
5. Yuri Calvo.....Secretary ERO/PRC
6. Yosra Dkhil.....Regional Representative MENA
7. Jade Li.....Chair SCoCA
8. John Gyan.....Secretary MOD
9. Juan Paulo Galinato.....Chair SCOW
10. Martina Marina.....Secretary PRC
11. Merel Knoops.....Trustee
12. Medhi Amrani.....Trustee
13. Amanda Fernandez Gimenez...Regional Representative of the Americas
14. Ashley Delmar.....Chair SCAW
15. Lisa Buren..... Chair Alumni Network
16. Thessa Van Duinen.....Regional Representative Europe
17. Ellison Browne.....Secretary under SG/CC
18. Hajar Saidi.....Secretary MOD
19. Tristan Chen.....Secretary MOD/PRC
20. Pradyumn Devaiah..... Secretary CC/ERO

### Apologies

Damilare Paul Dosunm-Regional Representative Sub-Saharan Africa

1. **Opening – Anna Ciećkiewicz** (President) called the meeting to order at 12:07 PM UTC+0.
2. **Approval of the Agenda** – The Agenda of the First (1st) Online Meeting of ExCo 2021-2022 was approved.
3. **Meeting rules**





**Anna Ciećkiewicz** said that ExCo usually has online and live meetings, there are always only five live meetings, in August, November, and May, then before IVSA Events (Symposium and Congress). However, it's important to remember that ExCo meetings always happen once every month but there must always be a quorum which is half of the eight ExCo members if any important decisions are to be made. She also reminded all other officials in attendance that it's pertinent for them to always discuss their ideas during the meetings, this would give ExCo a better position when making their decision. All the members should keep in mind that the ExCo meetings are chaired by the President and SG takes the minutes. For anybody to speak they must raise their hands for the chair to permit them, and priority will always go to those who have not discussed a topic, for the next meetings, there will be an early report sent out to every Official to fill in and they'll be available to each official by the Secretary-General. Therefore for purposes of time-saving, each ExCo shall have 5 minutes while other Officials shall have strictly 3 minutes to explain their updates. She ended by reminding everyone that ExCo shall always conduct its meetings every 3 to 4 weeks.

#### 4. Introduction to IVSA Procedures

##### 4.1. Decision making;

**Anna Ciećkiewicz** deliberated that decision-making by the ExCo can be done in three ways, that is through an online meeting, official ExCo emails for example approving an MoU, and an executive session. The online one shall be conducted in presence of the other officials and minutes shall be recorded and published. As well the decision-making can happen through emails for example approving an MoU. She also elaborated that voting can only be made in ExCo meeting with all the officials present but if the ExCo wants to discuss something very confidential, an Executive meeting is called for excluding the Officials but the ExCo is mandated to give a report to the General Assembly on how many Executive meetings they held and explain shortly about the topics discussed. It's also pertinent to remember that the decision can only be voted on when half of the ExCo is available during the meeting and as well other officials.

##### 4.2. Signature power; **Anna Ciećkiewicz** guided that it is only the president who has the signature power in IVSA, while Innina Mananguit who is the Treasurer has the





signature power over financial documents, none of the ExCo or Officials can sign anything on behalf of IVSA except the two. However, if any Officials would need the president to sign any document such as certificates, they should always reach out to her through email and she will sign.

#### 4.3. ExCo approvals;

**Anna Ciećkiewicz** further informed the members in attendance that if there are bigger projects than officials, or if they would like to organize an official IVSA event that would involve contacting partners or sponsors. The concerned organizers must always seek ExCo approval. She also reminded everyone that if they are not sure if they would need ExCo approval of anything they should always make sure they consult.

#### 4.4. Partner communication; **Anna Ciećkiewicz** stated officials should keep in mind that they can't reach out to any IVSA partners except through the President and ERO to enable them to keep track of which partners have been contacted and what it was about.

#### 4.5. Travel Reimbursements; Innina Mananguit explained how the reimbursement to all the officials happens according to the new bylaws. She went ahead and said that officials are traditionally reimbursed for representing IVSA on Partners and sponsor events with the budget mostly the president for official travel going to different countries like Brussels. Also, besides the external travels, ExCo shall partially be reimbursed for two official live meetings in addition to the IVSA official events (symposium and congress) for which they shall receive reimbursement covering travel expenses.

**Anna Ciećkiewicz** clarified that the committee chairs, secretaries, and regional representatives usually have only one choice to either attend the symposium or Congress for which they receive the reimbursement as stated in the new bylaws while if they chose to attend both, one is completely on them.

### 5. Communication among IVSA Officials





**Anna Ciećkiewicz** deliberated that it's always important to keep the people in the loop of communication so that they know what's happening within each team. She thereafter backed it up with a presentation on the different communication channels within IVSA, and how they are interlinked, the presentation shall be available to each Official and that's the way things shall be done in this term. Additionally, emails should always be used strictly for IVSA related activities only.

## 6. Action Points;

**Anna Ciećkiewicz** explained that action points are basically what we do as a team of officials and it's a way to go over our projects to make sure they are running smoothly since everyone keeps following up. She went ahead and presented to everyone the kind of action points that shall be used for the term and as well promised to add everyone to the action points. She also called upon cooperation from all the officials to make sure that all the highlighted action points are fulfilled as planned during this term. The action points would be updated by mainly the President and secretary-general, as well other officials can go ahead and add other activities they believe should be added. She also updated the Trello action points.

## 7. Approval of the previous minutes

Achong Nelson explained that since the minutes were not sent using the formal communication channels of IVSA, it would be an appropriate office they're approved in the next ExCo meeting. Anna emphasized that ExCo will always approve the minutes of the previous meeting so that it is publicized.

## 8. Attended Events

### 8.1. 70th IVSA Congress, Online Special General Assembly

**Merel Knoops explained** that the event went well, and the resolutions plus all planned activities were all presented and completed. She and Nicole met the partners to seek their feedback, gladly they were satisfied and happy about everything. This, therefore, has improved the relationship of IVSA with the partners and the only remaining part is sending the evaluation forms of which she would set up a meeting with the OOC to make sure they do just that.

## 9. Upcoming Events





## 9.1. ExCo Meetings

Nelson Achong deliberated that he would rather we alternate the meetings between 3 and 4 weeks. Furthermore, he will be sending the doodle polls for the next ExCo meeting, while the meeting dates shall be sent early so that everyone can read through the agenda beforehand.

**Anna Ciećkiewicz** went ahead and clarified that doodle polls are only sent to the ExCo and meetings scheduled according to ExCo availability then the meeting date is communicated to the other officials. This is to avoid difficulties in trying to schedule meetings around the schedule of multiple people, for example choosing a convenient time for all of the officials. Most importantly there's a need to have an ExCo quorum since it's only the ExCo that votes over matters hence having other officials take the polls may end up keeping some ExCo members out and we don't reach quorum.

However, all the officials will always have the meeting dates and agenda early enough in case they could not make it so they can read through the agenda and add their points so that an ExCo member can discuss it on their behalf.

Medhi Amrani; reminded everyone that in the previous term there was always an issue where other members would not attend the meeting thinking they are not allowed, but he informed the regional representatives and Chairs that the regular members also have the privilege to attend the meeting if they want, therefore, it's upon them to invite their teams to the meetings so that those interested could attend. This would invite a much closer conversation and improve the communication within the teams because further feedback that officials would not know can be brought up during the meeting.

Gabriel de Assis Duarte explained that he already talked to all regional representatives during their MOD meeting and he encouraged them to always invite everyone that would want to attend the ExCo meeting since it's open.

Anna seconded and added that for those who would not manage they can find the minutes on the website.





## 9.2. 70th IVSA Symposium in Mexico

Gabriel de Assis Duarte deliberated that he already contacted the OC and they agreed to have a later discussion in October. Additionally, he explained that the OC was still making some COVID decisions.

The country is still in lockdown and the University is a no-go area as per these moments but the government will make communication on the 15<sup>th</sup> of September, therefore until then, he can only wait for the new updates in their next meeting. Additionally, he said that the OC shall have a meeting with the Dean and he already provided his suggestions on how to deal with the situation, but until then we can only wait to hear from them during the next meeting.

## 9.3. 71st IVSA Congress in Brazil

Gabriel de Assis Duarte elaborated that since he is the president of the OC Brazil and at the same time the MOD who oversees the function of the OC, there is a need for another ExCo to be given the task of presiding over the OC while he fulfills his duty as the MOD.

**Anna Ciećkiewicz** deliberated that there are already two candidates that showed interest in the position that will be voted for during the meeting, and that is herself and Naveesha Kaur Shergill.

She then went ahead and explained why she would be the better candidate for the position since she already chaired many other OCs before, has great experience with the OC, as well she has a year off, and therefore she would have much more time for the OC.

Naveesha Kaur Shergill said she's interested to oversee the OC because she would like to learn a different aspect of the IVSA that she had not yet engaged in, as she may not have a lot of knowledge of the OC but she has the willingness to learn and perform.





**Anna Ciećkiewicz** moved a motion that Naveesha Kaur Shergill should supervise the OC in Brazil, there being the majority in favor, the motion passed.

#### 9.4. 71st IVSA Symposium in Slovenia

Gabriel explained that they already contacted the OC in Slovenia and they have meetings already scheduled for the next four months and he will be working closely with them to check if they have everything they need, plus all the information they do require for the Symposium.

#### 9.5. Partner events

##### 9.5.1. EAEVE GA and Educational Day;

**Anna Ciećkiewicz** explained that EAEVE is the IVSA European partner but both President and European regional representative are in contact with them and they will have some handover meeting between them and Thessa. She went on and said that EAEVE shall be having their General Assembly and an educational day very soon happening both online and live from the 30<sup>th</sup> of September until the 3<sup>rd</sup> of October.

She was invited to attend live and make a 10-minute presentation about the impact of COVID on Veterinary students during the event but she will be reaching out to all the officials through a Google form to seek their opinions as she prepares the presentation.

##### 9.5.2. ISOHA GA

**Anna Ciećkiewicz** informed everyone that ISOHA is an IVSA partner, their General Assembly shall be there on the 3<sup>rd</sup> of September and Naveesha Kaur Shergill will be there to represent IVSA. Naveesha Kaur Shergill agreed that she was given a 10-minute slot to make a presentation on what IVSA is, how it functions, and the different committees, plus task forces.





**Medhi Amrani encouraged** other members to attend as well since it's a free event. Additionally, it's an interesting event to learn from because they will be discussing a lot about one health, many of their partners are in attendance and will make lots of very important presentations during the general assembly and he asked if Suwaibatul Annisa shall be in attendance, in response she passionately agreed.

Therefore, it was agreed that both Naveesha Kaur Shergill and Suwaibatul Annisa represent IVSA at the ISOHA General Assembly, and Naveesha Kaur Shergill would have to inform the ISOHA team that the IVSA SCOH chair shall be in attendance in addition to her.

## 10. Task Forces

### 10.1. Diversity, Equity & Inclusivity

#### 10.1.1. Report;

Naveesha Kaur Shergill informed every attendee that they have been working on finalizing the report that explains all the results of the survey and she already talked to Salsabila about the need to publish and later on they will send out the report on the 16<sup>th</sup> of September. They will include it on the journal, and IVSA social media platforms.

Though before then, she will be sending an email with the report to the officials with a one-week deadline just to get a final input and opinions before they send it to the other teams.

Lisa Buren was very appreciative and commended the team for the great job they have already done, she informed the attendees that EAEVE is also sending out a survey much related to what the IVSA diversity team has done to all veterinary organizations. According to her, it would be very amazing to send them as well the report that will show EAEVE how it has been done.





Naveesha Kaur Shergill ended by appreciating her committee members, and all those very helpful people that made the work possible.

**10.1.2.** Next term Chair;

Naveesha Kaur Shergill went on and explained that during the next ExCo meeting in October, she would present nominees for the position of Chair to the ExCo members and they will be given 2 to 3 minutes to explain why they are suited for the position, a maximum of three questions shall be allowed for each nominee then ExCo shall meet and decide who will be the next chair.

**10.2. Bylaw Realignment**

**Anna Ciećkiewicz** informed the members in attendance that the work of the task force was done since the new bylaws were already approved during the previous special general assembly, and she, later on, moved a motion to dissolve the task force. There being no objections, it was passed unanimously.

**10.3. OC Manual**

**Anna Ciećkiewicz** informed everyone that she is the chair of the task force at the moment, and she appreciated all those that dedicated themselves to see to it that the team fulfills its duty as mandated from when it was first instituted two years ago. She went ahead and said that the team will probably finalize its task in about a month and a half.

**11. Trust Report; Medhi Amrani** informed everyone that the trust did not have a report.

**12. Development Aid Director (DAD) Update**





**Adnane Imgil** explained that he had just taken over on the 1<sup>st</sup> of September, he was still looking over for options of projects and trying to track back all the emails to see where he could pick up from. Not many updates so far.

Medhi Armani requested Adnane Imgil to reach out to him about an idea he has.

### 13. Public Relations Coordinator (PRC) Update

#### 13.1. Meetings with the secretariats;

Maulida Salsabila Amru said she had one meeting with her secretaries, and she already introduced them to the working of the PRC team because PRC works with a schedule of publications. She, therefore, would like especially the shared secretaries to work more inclusively between the other ExCo and to make life easy for them, she assigned tasks to shared secretaries based on the ExCo team they belong, Yuri Victor Calvo shall work closely with ERO while Tristan Chen shall work much closer to the MOD and Nadya W shall work closer to DAD since each is shared secretaries to those ExCo teams.

#### 13.2. IVSA Journal;

Maulida Salsabila Amru informed the officials that ideally the IVSA journal should be published in summer, but the fact being that the PRC does not have enough materials currently they decided to extend the submission to the 8<sup>th</sup> of September so that they have more submissions and more insights about Member Organization projects.

She further deliberated that this year there shall be two types of journals; IVSA Journal MOs edition that will contain the Member Organizations opportunities, MOD and DAD Team's Opportunities while the Standing committees and Alumni Network Edition shall have opportunities from those teams as well. She will deliver the idea to the PRC Network team newly elected committee members once they join the network.





**Anna Ciećkiewicz** elaborated further that the reason for having those journals separated is to maintain cohesiveness and also to avoid disorganizations that come with having the teams share information independently. This was seconded by Maulida Salsabila Amru.

Luregn Von Planta agreed that it's a very good approach to simplify the journal since it would reduce cases of having to crowd the social media with a whole lot of information that in the end would go unnoticed. Therefore this will improve the outreach of the content, as well reduce the workloads and there will be increased efficiency and improved communication.

**Anna Ciećkiewicz** suggested that Salsabila use the network to create the journals or she could also create a task force consisting of IVSA members dedicated to the journal work to reduce the workload stress, Salsabila agreed to go back and talk to the team about it. Luregn Von Planta seconded the task force idea and as well encouraged the team to motivate the Graphic designers at regional teams to join the task force.

### 13.3. Membership Portal;

Maulida Salsabila Amru explained that this was a project that was supposed to be done the last term, but due to time, it was moved to this term. However, she noted that since the website is still down and she can't have access to it, she would communicate with Daniel Lund who is concerned with reviving the website.

She deliberated that the reason behind the membership portal is to solve the problem of information flow between Officials, Membership Organizations, and the IVSA general members, she already assigned Nadya W and Tristan Chen to design the membership portal for the website.

There's also a need to move the website into a new origin and she will always give updates about the ongoing activities.





**Anna Ciećkiewicz** emphasized that it's important to involve relevant officials especially MOD because they will be working closely with the IVSA members and they can suggest the best way the PRC team would handle the Member Organization. Furthermore, she elaborated that before they could modify the IVSA website it would be nice to engage the ExCo but more pertinently the president/her since she was already involved in the creation of the portal, she would like to give her own opinions about it.

Lisa Buren seconded, and added that she would be very grateful if this works out, she wanted this to happen for a long time and she is willing to help whenever she can.

#### **14. Secretary-General Update**

##### 14.1. Officials Contract;

Nelson Achong (Secretary-General) shall send out the contracts for all the officials to sign and send it back, a deadline shall be communicated.

##### 14.2. Secretary-General Task List:

All the ExCo members are required to provide me with the list of general tasks assigned to their secretaries in addition to the Secretary-General Task List purposely to increase efficiency and also for follow-up, and each has a deadline of six weeks from 1<sup>st</sup> September 2021.

##### 14.3. New Bylaws:





Achong Nelson added that since everyone could be aware of the new amendment in the Bylaws, therefore, we shall be using the new bylaws as was approved by the Special General Assembly during Congress. This will be available on the Officials' Google Drive and all officials plus IVSA members worldwide.

14.4. Officials Google Drive:

Nelson Achong proceeded and said that he will make a shared Officials Google Drive which shall have all members of the officials and it will contain important information of IVSA such as the new Bylaws, Constitution plus other information/documents that shall be added by everyone.

14.5. ExCo and Official's Monthly Report:

Nelson Achong shall be sending monthly reports for all the Officials to fill in and re-send back. This shall always be sent two weeks before the next ExCo meeting. One week for the deadline and the next one week for all the officials to read through before they come for the meeting.

**15. Secretariat Update**

15.1. Projects:

Nelson Achong explained that according to the new Bylaws, all secretaries were allowed to run their projects with close supervision from the ExCo. Therefore, they should always inform the Secretary-General, President, and the ExCo member in whose docket the project lies for purposes of approval, follow-up, and profiling of all secretariat activities.





## 16. Treasurer Update

**Innina Mananguit (treasurer)** informed us that she didn't have much to update since she just had her handover with the Post-treasurer recently and though he did not discuss the things that needed urgent attention she asked him if there were pending things to start with, the Post-Treasurer told her he would organize then call for a meeting and discuss.

She also noted that they already have a request from Naveesha Kaur Shergill but the Post-treasurer would rather look into it first before telling her what to do.

Apart from all those she was planning to schedule a meeting with Daniel Lund to give her an overview of how things work.

## 17. President Update

### 17.1. Internal communication;

**Anna Ciećkiewicz** informed everyone that her past weeks were about coordinating handover, then individual meetings with ExCo, and preparing the team for the term.

### 17.2. External communication;

**Anna Ciećkiewicz** said that she and Merel Knoops scheduled meetings with partners so that she could be introduced to the partners in preparation for the term and more collaborations.

### 17.3. Other things that require attention

#### 17.3.1. IVSA Stand on Social and Political Matters;





**Anna Ciećkiewicz** reminded every official in attendance that these matters were hinted at during the 70<sup>th</sup> IVSA Online SGA Congress and that the Special General Assembly resolved by simple majority vote that the next ExCo (which is us) should handle the matters, and then provide the report to the general assembly during the next event in January.

She already had a short discussion with the ExCo and the real in-depth discussion shall kick start in November through December when everybody is settled and ready to be involved.

## **18. External Relations Officer Update**

### **18.1. Vetiqo;**

Naveesha Kaur Shergil informed all members in attendance that Vetiqo is a small startup company based in Europe that often supplies materials for veterinary clinic practice such as sutures and practical workshops.

She already had a meeting with one of the contact persons and they are very willing to have a workshop with IVSA. She explained that this will be a project under SCoVE and DAD for the workshop and she will contact the SCoVE chair and DAD to organize a meeting between the company, ERO, DAD, and SCoVE to plan. She summed it up by saying that all the profits received from the workshop shall be channeled to the DAD account.





18.2. ERO position within Officials;

Naveesha Kaur Shergill briefly explained the set IVSA procedure if anyone would like to create an IVSA partnership or sponsorship and expounded that if a committee member would like to establish a partnership with any of the partners they should reach out to the regional representative or chair who in turn consult the ERO and President as well should inform the Committee Coordinator and MOD on which partner they would be approaching. Once they have confirmed then the Regional Representatives/Chairs can go ahead and reach out to the partner but must always keep the ERO, President and MOD informed. There will be a need for approval by ExCo as well in case a Memorandum of Understanding is to be established.

Luregn Von Planta explained that for the case of communities the SCoVE chair will be in charge of handling any issues involving the establishment of partnership/sponsorships because communities are currently under SCoVE.

**Anna Ciećkiewicz** clarified that in the past there were External Relations Officers in the different committees though during this term they have decided to keep the concerns of contacting the partners to only the officials to allow the ERO to coordinate much better on which partners are being contacted so that records are kept, and also the fact that officials are the ones entrusted by the general assembly, it would be nice if they coordinate these activities.

Gabriel informed everyone that he had a meeting with the regional representatives concerning having partners regionally, he then went ahead and asked if it would be okay for them to do partnership regionally.

**Anna Ciećkiewicz** agreed that they can establish a regional partnership but there is a need for officials to be part of the process, basically to guide. Luregn Von Planta suggested that it would be nice to include secretaries in the process. And Gabriel says he would discuss it with the regional representatives to seek their ideas.





**Anna Ciećkiewicz** moved a motion that only IVSA officials should be allowed to contact IVSA partners. There being no objection the motion was passed. Therefore from this time on all those that would like to contact IVSA partners must always first contact IVSA President and ERO who shall give them the go-ahead. Luregn Von Planta suggested that it would be much easier if there were Google sheets for chairs to put their partners on the lists.

Pradyumn Devaiah inquired if the community coordinators could cc the ERO directly but Anna Ciećkiewicz explained that since communities are a project of SCoVE, they must always inform the Chair.

### 18.3. ER Network;

Naveesha Kaur Shergill explained that the external relations network is a platform for all officials that will be contacting the partners. They plan to further develop the network. She plans to have regular meetings with the team throughout the term to provide guidance on professionalism and working relations. She will meet with her secretaries to discuss it more.

Anna Ciećkiewicz passionately seconded the idea of the network and added that this would improve partner collaborations within IVSA.

## 19. Member Organization Director (MOD) Update

### 19.1. Meeting with Secretariats;

Gabriel de Assis Duarte started by appreciating his team for the tremendous work so far and informed us that he already had a meeting with his secretaries. They divided the work among secretaries based on regions. He went ahead and explained his secretariat assignment as follows; Tristan will be collecting information for the bulletin, Hajar Saidi will take care of Pacific and MENA, Yahya Farhi will take care of Europe and the Americas while John Gyan will take care of Asia and Sub-Saharan Africa. All regional representatives are already informed and he asked all the officials if they wanted to make any communications to the Members to always copy emails to the secretary in charge.





Gabriel also said that Yahya Farhi would take care of the event in Brazil with Naveesha Kaur Shergill while John Gyan and himself will be in charge of the event in Mexico.

#### 19.2. Meeting with RRs;

Gabriel de Assis Duarte informed us that he already had meetings with the Regional Representatives to plan on opening the application forms for regional teams. Application forms for regional teams will most likely open on the 6<sup>th</sup> of September with the forms for the committees.

Lisa Buren expressed concerns about the lack of a Pacific Regional Representative and the need to forge a way of how to make it better.

Gabriel de Assis Duarte responded by saying that they are working hand in hand with Hajar Saidi to figure out how to engage the Universities in the region to see to it that the region grows. He noted that it is not a question of when it will happen but he is willing to give it all.

Salsabila Maulida Amru suggested that they could reach out to a national veterinary students association that is based in Australia and ask them if they would be willing to become IVSA Australia then we could probably get a regional representative from among them.

Gabriel de Assis Duarte thinks it's good to contact the students because it would be easier to deal with an already established association, and asked if Salsabila Maulida Anu has already contacted the students so that he could reach them out. He had already talked to Caroline and Faith all they said is that they tried though things didn't work out super well.

**Anna Ciećkiewicz** clarified that no association can become a member of IVSA however, they have to apply to form a member organization within their country which can be approved by the general assembly or they could register in IVSA as IVSA Australia.





**Anna Ciećkiewicz** asked Gabriel if he already discussed with the OCs on the matters of assigning one of his secretaries to the OC for the events and as well including a trusted member.

Gabriel de Assis Duarte responded by saying he already assigned his secretaries as follows; Yahya Farhi will take care of Brazil with Naveesha Kaur Shergill, while John Gyan will be in charge of Mexico with him.

**Anna Ciećkiewicz** explained that she had reached out to Kerstin Abraham for the representation on the OC, and she said yes.

### 19.3. Communication with MOs

Gabriel de Assis Duarte informed everyone that he is trying to establish a working relationship with the MOs and in that case, if anyone has anything to tell the MOs, they should copy him and regional representatives in the emails.

Since there is a need for his team to be aware of which communication goes to which regions and coordinate the flow as well. Members must always inform him.

**Anna Ciećkiewicz** suggested that if possible Gabriel de Assis Duarte and Luregn Von Planta could write a list of the secretaries in charge of all those communications so that it's added to Trello.

### 19.4. GDPR;

Gabriel de Assis Duarte explained the working of the disclaimer and presented the one we shall be using this term. He guided that every time that officials are going to collect any information from IVSA members that would include personal information such as names, age, address there is a need for them to





put a disclaimer on the document so that the participants are aware of how their information shall be used and then consent to it.

Additionally, he said that the disclaimer can always be edited to fit the team using it, such as including the emails, name of the team. He will be sending the disclaimer to all the officials

Luregn Von Planta added that if you collected emails that would make it possible to guess their personal information such as names then you need to add a disclaimer. Gabriel ended by encouraging members to always ask if they are not so sure about the information they are going to collect or they can always include it for safety purposes.

- 19.5. **Membership Declaration forms;** Gabriel de Assis Duarte explained that if any member filled a membership declaration form, it shall be used throughout the term. He also encouraged everyone to reach him out in case they needed the form since the website is already down it may be hard to access.

When **Anna Ciećkiewicz** inquired about the people that shall be in a position to append signatures on the form for the IVSA members whether it would be a national member organization president or local chapter presidents because, in the new structure, IVSA only considers national member organization but encourages the inclusion of at least one member from each local chapter to be part of the board. Therefore she would rather have the national president of the University's representatives to the MO national committee sign on it. However, Lisa Buren will sign on behalf of the Alumni Network.





Anna Ciećkiewicz suggested that possibly, Gabriel de Assis Duarte could create a presentation on how he would like it to be done. She later clarified that in case an MO wants to have a new local chapter then they will need a representative to the national board.

Luregn Von Planta suggests it would be nice for them to double-check if the forms can be downloaded from the website since the website is already down, it may be hard for the members to download the forms.

## 20. Regional Representatives updates

20.1. **The Americas;** no updates yet.

20.2. **Europe;** no updates yet.

20.3. **MENA;** No Update yet.

20.4. **Sub-Saharan Africa;** No Update yet.

20.5. **Asia;**

Nidhi Khavnekar explained that she still doesn't have her official email.

However, she is planning to have a Whatsapp chat group for the Asia team and she already contacted the presidents of the member organization, and as soon as the bylaws are ready she would share it with them.

20.6. **The Pacific lacks** a Regional Representative currently but Gabriel de Assis Duarte is trying to reach out to different people in the region with the hope of getting one.

## 21. Committee Coordinator (CC) Update

21.1. Committee and Regional Team Members Applications





Luregn Von Planta; informed the members that he completed all the handover and already assigned his secretaries as follows; Ellison Browne assigned to SCoW and SCOCA, Ahmed anything SCAW, and Everything SCOVE except communities, Pradyumn SCOH and SCOVE only communities related.

He further deliberated that they are going to open a joint application with the MOD and he already contacted Gabriel on how they will go about it. Shall be open for two or three weeks followed by a simultaneous screening and selection process.

When asked by Salsabila Maulida Amru about when she will receive the graphic materials. Gabriel de Assis Duarte responded by saying he will give it to Tristan Chen and he had a meeting with Luregn Von Planta and agreed that if they cannot meet the deadline of 6<sup>th</sup> September they would release a coming soon post instead.

Luregn Von Planta added by saying that he still would like to finalize with certain parts then he can be in a position to probably send the materials to the Salsabila Mauluda Amru on Saturday but he will let her know if there are any changes.

## 22. Committee reports

### 22.1. Standing Committee on Veterinary Education (SCoVE)

Luregn Von Planta informed everyone that the committee already had all its handover meetings complete. He then continued by saying the committee signed an MoU with SCoVE with 1000 dollars and another with the Expedition Project for the wild and exotic community

#### 22.1.1. Communities;





Luregn Von Planta defined a community as a group of people with a joint interest and passion such as people doing an equine practice that comes together to share information for their betterment. He reminded everyone that communities were formed as a project under SCoVE. However, the flow of information from the community team to the committee coordinator is a little abstract because of how many people are involved.

He then presented that structurally, the community team reports to the Community Liaison Officer who is the chair of the community and reports to the community coordinator who overlooks the community working and reports to the SCoVE Chair that later on reports to the Committee Coordinator secretary and finally the secretary informs the Committee Coordinator. This is a very long chain of command that in the end could overshadow the work of the communities.

Therefore, Luregn Von Planta would rather the community coordinator position be taken off so that the communities have much closer communication with the committee coordinator secretary. This would take off the workload from the SCoVE. Hence, it would allow the communities to work directly with the regions so that they can grow with improved monitoring by the committee coordinator.

He also guided that it would also not require a bylaw amendment since there is nothing that talked about communities therefore it would only require an ExCo approval.

**Anna Ciećkiewicz** explained that the discussion was just opened and there was no need to vote over it until when the ExCo has another meeting to discuss it further in presence of all the concerned officials then vote.

Adnane Imghi supported the idea and added by saying that the communities such as the equine community are currently outgrowing SCoVE and it could go out of control. Therefore, the communities getting closer to the committee coordinator would be a good idea and it's good for both.





Lisa Buren seconded and added that it's important that they don't stay under SCoVE in a sense that they would grow in the future and increase the workloads for SCoVE which they probably would not want to have. Hence for efficiency, they should be brought nearer to the Committee Coordinator. **Anna Ciećkiewicz** went ahead and expounded that this would give a chance for the community to engage in more projects such as one health project, animal welfare projects and will not have to only have SCoVE related projects.

Pradyumn Devaiah expressed his concerns if it would require changing the community manual that could take a lot of time to finish and then open up applications. He thinks if the structure is changed, it would lead to a shortening of the term of service for the teams due to the delay during updating the manual.

Medhi Amrani responded by saying that the changes would not affect the manual in whichever way. Since it's not a major change, it would not require serious modifications. Though he noted that SCoVE may suffer an effect of some internal changes. He also explained that there is only one community that requires approval this term, therefore we should be bothered more about the structure.

Luregn Von Planta said that he would be working on the structure and asked if Pradyumn Devaiah could join him. Pradyumn Devaiah accepted.

#### 22.1.2. Equine Conference

Adnane Imghi informed everyone that the conference has been after the COVID situation and they are not yet sure of when the conference shall be though he will be giving updates.

#### 22.2. **Standing Committee on Animal Welfare (SCAW):**

Ashley Nicole explained that she had her handover meeting which went well according to her, and she already provided the Luregn Von Planta with a description of the kind of team she would like. She is waiting for information from the previous chair about the partners.





### 22.3. **Standing Committee on One Health (SCOH)**

Suwaibatul Annisa appreciated Luregn Von Planta for helping her out during her handovers. She then informed the members that she already had her handover meetings with the previous Chair (Mutiat Adetona) and Luregn Von Planta. She sent the form application for the new team to Luregn Von Planta and already agreed with Mutiat Adetona to schedule a meeting with the Partners. She also received an email from Digital Solution for the next project which only happens in Africa. They would like IVSA to give out lists of existing Veterinary schools and an approximate number of students in their final year and other years but she is still not sure of how to approach it.

Luregn Von Planta encouraged her to email him then copy it to Pradyumn Devaiah and he will communicate to Gabriel de Assis Duarte who shall forward it to the regional representative to make her work easy.

#### 22.3.1. Small Working Group

She informed everyone that SCOH has partners such as the WHSA and last term during one of their events they suggested that IVSA SCOH could form a team to organize a WHSA youth summit, she has formulated a form to establish the team and she already sent a copy to Luregn Von Planta waiting for ExCo approval.

### 22.4. **Standing Committee on Wellness (SCoW)**

He already had his handover with the teams and he sent the form for the team application to Luregn, besides those he is going through all the projects that were planned and those not completed yet.

### 22.5. **Standing Committee on Career Attributes (SCoCA)**

Luregn informed everyone that they had already done the handover and everything is still going on smoothly. And Jade will receive the log-in for the emails, and he has already sent him the application form questions.





## 22.6. Alumni Network (AN)

Lisa Buren informed all the attendees that everything is set for selecting the new committee team members though she will have to revise the application. However, for the alumni events, they will need to consult with Mexico to seek their opinion on whether they would continue with the event. She has contacted them and told them that in case they can't organize a live event then they would rather organize it online.

They are now looking at reorganizing the Alumni group to ensure that it functions to its potential.

## 23. Any Other Business (AOB)

### 23.1. Meeting scheduling

Naveesha Kaur Shergill informed all members that it would be important when organizing an ExCO meeting to take into consideration the availability of other officials since they would also have to be present to give updates on their different positions. She then opened the floor for the officials to give suggestions about how inclusivity can be adhered to while organizing the meetings.

Luregn Von Planta deliberated by saying that the idea of inclusivity while scheduling the ExCo meetings is very pertinent. He suggested that the only solutions to that would be that the meeting dates could be sent to everyone quite earlier to give time for the officials to organize for the meeting or we could send out a doodle poll to everyone though it would cause a lot of mess.

Medhi Amrani; shared his experience of scheduling meetings, and he thinks it's more important to schedule the meeting earlier so that people can receive the date early enough. There is also a need to put all the ExCo meetings on the calendar so that everyone can access them beforehand.

Naveesha Kaur Shergill suggested that sending two doodle polls to ExCo and then the officials may help; she added that the first poll would be sent to ExCo to figure





out the dates and time then another poll with only the chosen dates would be sent to the officials.

**Anna Ciećkiewicz** expressed concerns that scheduling the meeting with everyone would be very hard especially since we have people from different time zones. She believes having meetings on the calendar would be more helpful.

Adnane Imghi would rather the work be shared especially for the double doodle poll where the Secretary-general would do one while another person takes the other to reduce the load.

Luregn Von Planta suggested that announcing the meeting dates early would help them promote it during their team meetings and that would increase members attending the meetings.

## 23.2. IVSA 5 years Strategic Plan

**Anna Ciećkiewicz** informed everyone that three years ago in one of the congresses, the IVSA general assembly approved a five-year strategic plan, intending to improve IVSA. She will share the document, though she noted that we are now in the third year of the plan.

Gabriel de Assis Duarte informed the members that he got an email from the Union on International Associations asking him if IVSA could attend their upcoming events in Europe and Asia. He inquired if it would be possible for Europe Regional Representative (Thessa Van Duinen) to attend as she had already reached out to him about it. Since it could be a paid event, he asked the Treasurer or President guide how he would deal with it.

**Anna Ciećkiewicz** responded by saying that since there are two events, one for Europe and another for Asia then it would be better if both regional representatives can attend based on their regions rather than giving only Thessa





Van Duinen the opportunity. For representations, she would not object to it but the biggest question would be on the budget whether they will be reimbursed or not. She would rather a budget from the Regional Representatives and the relevance to the events to IVSA be sent to the ExCo for a review than they approve or disapprove. Innina Mananguit seconded the idea.

Luregn Van Planta inquired about the document highlighting the procedure to update the email signature on the emails and Salsabila Maulida Amru agreed that she would send it as soon as possible.

Medhi Amrani shared Lisa Buren's concern about the document sent to IVSA European MOs encouraging them to sign. She noted that the European Parliamentary Bill that is set to be tabled suggests that some antimicrobials should be retained in Human health practice and must not be used in Veterinary practice. Therefore, the letter was sent to those MOs seeking their signatures in objection to the bill.

When asked why he sent the letter, Gabriel de Assis Duarte clarified that Merel Knoops sent him an email explaining that they had agreed to sign the document last term. He only sent it because Merel Knoops requested him to do that.

Medhi Amrani explained that the idea behind signing was to support the press release, though he is not sure how useful it would be to IVSA right now. He guided that as IVSA we can only recommend the Member Organizations to sign the document but we can't decide for them.

Gabriel de Assis Duarte asked if it's about letting the MOs sign in their name. Anna responded saying that we have no direct control over the MOs. This means that whether they sign or not we have less control over it and the decision is completely theirs to make.

The meeting was adjourned at 4:21 PM UTC+0

Nelson Achong





International Veterinary Students' Association  
Secretary-General 2021-2022

A handwritten signature in black ink. The name 'Achim' is written in a cursive style. The letter 'A' is enclosed in a circle. The signature is fluid and extends to the right.

